

# Community Service Grants – Online Application Instructions (1.0)



Log In

## FY2019 Community Service Grants

Print Help

Save

Apply

### Opportunity Information

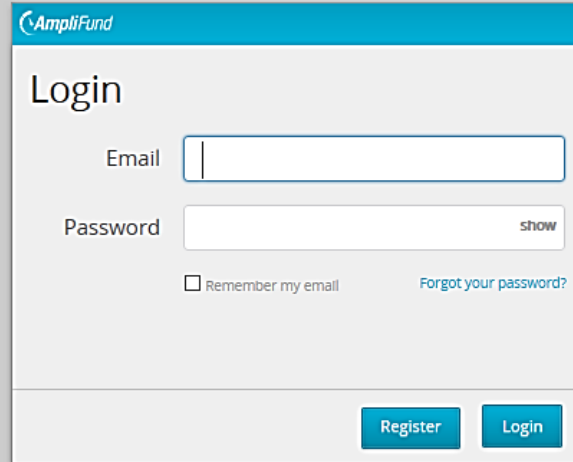
Title	FY2019 Community Service Grants
Description	Thank you for your interest in applying for a Community Service Grant (CSG). Mecklenburg County utilizes CSG funds as an opportunity to partner with local nonprofit agencies that serve county residents to deliver targeted services aligned to the County's strategic goals. In Fiscal 2018, Mecklenburg County funded Community Service Grants at \$1,282,104; however, there is no set total dollar amount for the CSG funds. To determine whether your organization meets the minimum requirements, please scroll down and review the section titled Eligibility Information.
Opportunity Manager	Christopher Williams
Posted Date	10/27/2017
Archive Date	12/1/2017
Public Link	<a href="https://www.gotomygrants.com/public/opportunities/details/1a032358-148b-451c-ba05-aa851db50dd4">https://www.gotomygrants.com/public/opportunities/details/1a032358-148b-451c-ba05-aa851db50dd4</a>
Is Published	Yes

*Figure 1: The opening screen provides an explanation of the funding opportunity. Click on “APPLY” to setup a user name and password.*

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## Community Service Grants – Online Application Instructions (1.0)

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The image shows a web form for AmpliFund. At the top is a blue header with the AmpliFund logo. Below the header, the word "Login" is displayed in a large, bold font. Underneath, there are two input fields: "Email" and "Password". The "Email" field is a simple text box. The "Password" field is a text box with a "show" link to its right. Below the "Password" field, there is a checkbox labeled "Remember my email" and a link that says "Forgot your password?". At the bottom of the form, there are two blue buttons: "Register" and "Login".

*Figure 2: Click on "REGISTER" to setup a username and password.*

## Community Service Grants – Online Application Instructions (1.0)



### Create New Account

If you have already registered, please click [here](#) to login.

#### User Information

Email Address\*  ✓

Role **Administrator**

Password\*

Confirm Password\*

*Figure 3: Create a login by providing an email address and password.*

## Community Service Grants – Online Application Instructions (1.0)



### Contact Information

First Name*	<input type="text" value="John"/>
Middle Name	<input type="text" value="V"/>
Last Name*	<input type="text" value="Smith"/>
Suffix	<input type="text"/>
Title	<input type="text" value="Executive Director"/>
Address Line 1	<input type="text" value="600 Sample Avenue"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Charlotte"/>
State/Province	<input type="text" value="NC"/>
Postal Code	<input type="text" value="28202"/>
Phone Number	<input type="text" value="980-555-5555"/>

*Figure 4: Populate the contact information for the person responsible for completing the online grant application (i.e. Executive Director).*

## Community Service Grants – Online Application Instructions (1.0)



**Organization Information**

Organization Code

Same as above

☒

Organization Name\*

MCG Development Corporation

Organization Type\*

Other

Email Address\*

john.smith@mcde.org

Website

mecknc.gov

Address Line 1\*

600 Sample Avenue

Address Line 2

City\*

Charlotte

State/Province\*

NC

Postal Code\*

28202

Phone Number

980-555-5555

Register

*Figure 5: Do not fill in "ORGANIZATION CODE". If applicable, select "SAME AS ABOVE" and your information will be populated. If it is not the same as above, please fill out each section. Click "REGISTER" once complete.*

## Community Service Grants – Online Application Instructions (1.0)

### FY2019 Community Service Grants

[Print](#) [Help](#)[Save](#)[Apply](#)

#### Opportunity Information

Title	FY2019 Community Service Grants
Description	Thank you for your interest in applying for a Community Service Grant (CSG). Mecklenburg County utilizes CSG funds as an opportunity to partner with local nonprofit agencies that serve county residents to deliver targeted services aligned to the County's strategic goals. In Fiscal 2018, Mecklenburg County funded Community Service Grants at \$1,292,104; however, there is no set total dollar amount for the CSG funds. To determine whether your organization meets the minimum requirements, please scroll down and review the section titled Eligibility Information.
Opportunity Manager	Christopher Williams
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Public Link	<a href="https://www.gotomygrants.com/public/opportunities/details/1a032358-148b-451c-ba05-aa851db50dd4">https://www.gotomygrants.com/public/opportunities/details/1a032358-148b-451c-ba05-aa851db50dd4</a>
Is Published	Yes

#### Funding Information

Funding Sources	Default	Mecklenburg County	\$0.00
Estimated Total Program Funding			\$0.00

*Figure 6: The opening page displays the online application will be available from October 27 – December 1, 2017 until 11:59PM. To begin the online application, click “APPLY” in the upper right-hand corner.*

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Eligibility Information	
Eligibility Type	Public
Eligible Applicants	Nonprofits with 501(c)(3) status (excludes institutions of higher education)
Additional Eligibility Information	<p>(1) Serve the residents of Mecklenburg County (2) 501(c)(3) non-profit classification with the IRS (3) Documentation supporting a diversified workforce (i.e. EEO policy) (4) Professional membership to support organizational sustainability (5) Independently CPA audited financial statements for FY2018 (6) Clearly contribute to one of seven key themes:</p> <ul style="list-style-type: none"><li>• Optimizing Investments in Criminal Justice,</li><li>• Strengthen Families,</li><li>• Economic Development,</li><li>• Greater Economic Independence for Residents,</li><li>• Aging with Dignity,</li><li>• Community Health &amp; Wellness, and</li><li>• Environmental Stewardship.</li></ul> <p>(7) No revenue suspension (8) No overdue taxes</p>

Additional Information	
Additional Information URL	<a href="https://www.mecknc.gov/CountyManagersOffice/OMB/Documents/CSGs/Funding-Categories.pdf">https://www.mecknc.gov/CountyManagersOffice/OMB/Documents/CSGs/Funding-Categories.pdf</a>
Additional Information URL Description	For more details, select the link above to access the Community Service Grants public website. On the site, you can find a copy of the information session, a how-to guide for this application, and other resources.

Save & Continue

Figure 7: The “ELIGIBILITY INFORMATION” provides the 8 criteria. Also, “ADDITIONAL INFORMATION” provides a link to the key theme descriptions (funding categories). After reading the opening page, click “APPLY” in the upper right-hand corner of the page.

## Community Service Grants – Online Application Instructions (1.0)



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### Project Information

Help

Save

Save & Continue

#### Application Information

Application Name\* MCG Development Corporation ✓

Total Amount of Award Requested \$50,000.00

#### Primary Contact Information

Name\* John V. Smith

Email Address\* john.smith@mogdc.org

Address Line 1\* 600 Sample Avenue

Address Line 2

City\* Charlotte

State/Province\* NC

Postal Code\* 28202

Phone Number 980-555-5555

Save

Mark as Not Complete

Save & Continue

*Figure 8: The “PROJECT INFORMATION” page is required to create a log of your application in our system. The “APPLICATION NAME” will not automatically populate. Please insert the name of your organization. Also, select “MARK AS COMPLETE” after providing the requested information. Side Note: the “MARK AS COMPLETE” text is not visible here since it has already been selected (red text) for this example.*



## Community Service Grants – Online Application Instructions (1.0)



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### FY2019 Community Service Grants



#### Forms

Help

Save & Continue

Name ^	Status	Print
1. Proposal Cover Sheet	New	
2. Service Summary	New	
3. Required Documents	New	
4. Program Narrative	New	
5. Budget & Performance	New	

1 - 5 of 5 items

Save & Continue

*Figure 9: Sort the "FORMS" by "NAME" to make sure the application is in sequential order. Click on "1. PROPOSAL COVER SHEET" to populate the application (section 1 of 5).*

# Community Service Grants – Online Application Instructions (1.0)



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## FY2019 Community Service Grants



### 1. Proposal Cover Sheet

2 of 5

Save

Save & Continue

#### Nonprofit Credentials

Organization Name: \*

MCG Development Corporation

Service or Program Name: \*

HIV-AIDS Prevention

EIN (i.e. XX-XXXXXXX): \*

12-3456789

0

How many years has your organization been certified as a 501(c)(3) nonprofit organization: \*

50

#### Grant Request

Total County funds requested for Fiscal Year 2019: \*

50,000.00

*Figure 10: The information provided on this page is the beginning of your official application.*

## Community Service Grants – Online Application Instructions (1.0)



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### Grant Request

Total County funds requested for Fiscal Year 2019: \*

50,000.00

### Director's Contact Information:

Name (first, last): \*

Brad Pitt

Address: \*

600 Sample Avenue

City:

Charlotte

State: \*

NC

0

Zip Code: \*

28202

0

Phone (XXX-XXX-XXXX): \*

980-555-5555

0

Extension:

N/A

Email: \*

brad.pitt@modc.org

x

Save

Mark as Complete

Save & Continue

Figure 11: Select “MARK AS COMPLETE” after all fields are completed. Click “SAVE & CONTINUE” to navigate to the next page (section 2 of 5).

# Community Service Grants – Online Application Instructions (1.0)



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## FY2019 Community Service Grants



### 2. Service Summary

3 of 5

Save

Save & Continue

#### Funding Categories

The following funding categories tie to Department Strategic Business Plans within the County and guide decision-making during the County's budget process. Please select one of the key themes below that best aligns to your program.

<https://www.mecknc.gov/CountyManagersOffice/OMB/Documents/CSGs/Funding-Categories.pdf>

##### Key Themes \*

- ☐ Aging with Dignity
- ☒ Community Health and Wellness
- ☐ Economic Development
- ☐ Environmental Stewardship
- ☐ Greater Economic Independence for Residents
- ☐ Optimize Investments in Criminal Justice
- ☐ Strengthen Families

Save

Mark as Complete

Save & Continue

*Figure 12: The "FUNDING CATEGORIES" display the seven community-facing key themes (funding categories). Select the key theme that applies to your program. Click on the link to see the key theme descriptions again. Select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 3 of 5).*

# Community Service Grants – Online Application Instructions (1.0)



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## Audited Financial Statements

Do you have independently CPA audited financial statements for fiscal/calendar year 2017? The official due date is Friday, May 11, 2018. \*

- ☐ Yes  
☐ No. The audit will be available at a later date.  
☐ No. We do not and will not have an audit.

## IRS Letter

Copy of IRS letter certifying non profit classification: \*

## Workforce Representation

Documentation supporting agency's effort to achieve and or promote a diversified workforce (i.e. Diversity Policy, EEO Statement, Management Plan): \*

## Articles of Incorporation

Copies of Articles of Incorporation and Bylaws: \*

## Salary Disclosure

Document displaying the salary and benefits associated with each program position: \*

## Professional Affiliations:

Confirmation of membership with a professional association: \*

Figure 13: The "REQUIRED DOCUMENTS" section requires that 6 items are uploaded. Select the applicable answer for the "AUDITED FINANCIAL STATEMENTS" question. If "YES" is selected, a "CHOOSE FILE" box will appear to upload your audit. Continue to select "CHOOSE FILE" to upload the remaining five documents. Click "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 4 of 5).

# Community Service Grants – Online Application Instructions (1.0)



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## FY2019 Community Service Grants



### 4. Program Narrative

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Save

Save & Continue

Please complete each narrative text box below and limit your responses for each question to 1200 characters. Insert "N/A" for any question that is not applicable (i.e. Collaboration and Partnerships).

#### Problem Statement

Describe the specific need the service proposes to address within the key theme. Provide evidence (i.e. research or data findings) to support a clearly defined problem. \*

Formats ▾ **B** *I* [List Icons] [Link Icon] [Image Icon] [Code Icon]

p

*Figure 14: The "PROGRAM NARRATIVE" section has eight questions that require narrative information. The "PROBLEM STATEMENT" is the first question. The remaining seven questions are below. Each answer should be 1,200 characters or less.*

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## Community Service Grants – Online Application Instructions (1.0)

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### Service Strategy

Explain the strategy that will be used to address the problem stated above. As available, provide evidence that the strategy will be successful. Include data on past performance and outside research as appropriate. \*

A rich text editor toolbar for the 'Service Strategy' section. It includes a 'Formats' dropdown menu, followed by buttons for Bold (B), Italic (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Outdent, and a 'Link' icon. There is also a 'Code' icon (two arrows) and a 'Link' icon (chain link).

*Figure 15: Question 2 of 8 in the "PROGRAM NARRATIVE" section.*

### Service Delivery and Key Activities

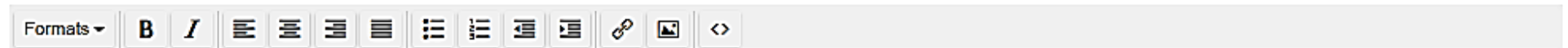
Describe the service delivery process. Include staff, key activities and timelines. \*

A rich text editor toolbar for the 'Service Delivery and Key Activities' section. It includes a 'Formats' dropdown menu, followed by buttons for Bold (B), Italic (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Outdent, and a 'Link' icon. There is also a 'Code' icon (two arrows) and a 'Link' icon (chain link).

*Figure 16: Question 3 of 8 in the "PROGRAM NARRATIVE" section.*

### Target Population

Describe the characteristics of the target population that benefits directly from the service. \*

A rich text editor toolbar for the 'Target Population' section. It includes a 'Formats' dropdown menu, followed by buttons for Bold (B), Italic (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Outdent, and a 'Link' icon. There is also a 'Code' icon (two arrows) and a 'Link' icon (chain link).

*Figure 17: Question 4 of 8 in the "PROGRAM NARRATIVE" section.*

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## Community Service Grants – Online Application Instructions (1.0)

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### Service Geography

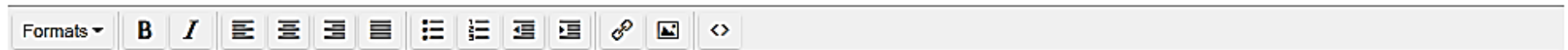
Please describe the location within Mecklenburg County where your services are provided. Be as detailed in your description as possible. \*

A horizontal toolbar for a rich text editor. It starts with a 'Formats' dropdown menu, followed by buttons for Bold (B), Italic (I), and a list of alignment options (left, center, right, justified). Then there are buttons for bulleted list, numbered list, decrease indent, and increase indent. Finally, there are buttons for linking, unlinking, inserting an image, and a source code icon (<>).

*Figure 18: Question 5 of 8 in the "PROGRAM NARRATIVE" section.*

### Collaboration and Partnerships

If applicable, describe how the service will use collaboration or partnerships to achieve results. \*

A horizontal toolbar for a rich text editor, identical in structure to the one in Figure 18. It includes a 'Formats' dropdown, Bold (B), Italic (I), alignment buttons, list and indent buttons, and linking, unlinking, image insertion, and source code icons.

*Figure 19: Question 6 of 8 in the "PROGRAM NARRATIVE" section.*

### Service Results

Describe the results this service will deliver in Fiscal Year 2019 (July 1, 2018 - June 30, 2019) and (long-term) in the next 2-4 years. \*

A horizontal toolbar for a rich text editor, identical in structure to the ones in Figure 18 and Figure 19. It includes a 'Formats' dropdown, Bold (B), Italic (I), alignment buttons, list and indent buttons, and linking, unlinking, image insertion, and source code icons.

*Figure 20: Question 7 of 8 in the "PROGRAM NARRATIVE" section.*

### Professional Association

To what professional association(s) does your organization belong? How does/do the association(s) support your organization's sustainability? \*

A horizontal toolbar for a rich text editor, identical in structure to the ones in Figure 18, Figure 19, and Figure 20. It includes a 'Formats' dropdown, Bold (B), Italic (I), alignment buttons, list and indent buttons, and linking, unlinking, image insertion, and source code icons.

*Figure 21: Question 8 of 8 in the "PROGRAM NARRATIVE" section. Select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 5 of 5).*



# Community Service Grants – Online Application Instructions (1.0)



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## FY2019 Community Service Grants



### 5. Budget & Performance

5 of 5

Save

Save & Continue

#### Budget

Please download and complete the budget template.

[CSG Budget Template.xlsx](#)

Please upload the completed budget template. \*

Choose File

#### Performance

Please download and complete the performance template

[CSG Performance Template.xlsx](#)

Please upload the completed performance template \*

Choose File

*Figure 22: The "BUDGET & PERFORMANCE" section is the last step before submitting your application. Under the "BUDGET" heading, download the "CSG BUDGET TEMPLATE" and save it to your computer. Update the excel worksheet and attach it by selecting "CHOOSE FILE". Repeat the same steps under the "PERFORMANCE" heading.*

## Community Service Grants – Online Application Instructions (1.0)



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**Performance**

Please download and complete the performance template  
[CSG Performance Template.xlsx](#)  
Please upload the completed performance template \*

**Data Collection Methodology**

Describe the method for data collection (i.e. surveys) and tracking (i.e. use of databases or other means). \*

Formats ▾ **B** *I* [List Icons]

p

*Figure 23: Under "DATA COLLECTION METHODOLOGY" provide an explanation. Afterwards, select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the submission screen.*

## Community Service Grants – Online Application Instructions (1.0)



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### Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.



 Application

Exit

*Figure 24: After clicking "SUBMIT" there will be an option to download a copy by selecting "APPLICATION". Select "EXIT" once the final step is complete.*